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NAVAL STATION BREMERTON INSTRUCTION 1050.1A

From: Commanding Officer, Naval Station Bremerton

Subj: MUSTER, LIBERTY, AND LEAVE

Ref: (a) U.S. Navy Regulations
(b) MILPERSMAN Article 1050

1. Purpose. To outline the policies and procedures for Naval Station Bremerton for the granting of liberty and leave, and for the daily muster of military personnel per references (a) and (b). (R)

2. Cancellation. NAVSTABREMINST 1050.1.

3. Muster. A muster of all personnel attached to the command will be held daily. Enlisted muster reports will be forwarded via E-mail to the Administrative Services Office (ASO) NLT 0830 daily. A report of any Naval Station Bremerton officers unauthorized absence will be made to the Commanding Officer. Persons who have not been sighted by a responsible superior will be reported as absent. (R)

4. Liberty. Regular liberty is normally authorized for eligible personnel outside of regular work hours on normal working days, and all day on non-work days and holidays. Normal work days are Monday through Friday. Regular liberty may be granted at any time for a period up to 48 hours, and may be extended to 72 hours, if the period includes a holiday proclaimed by the Navy. Liberty in excess of 72 hours may only be granted by the Commanding Officer. Chief Petty Officers will control liberty for all their personnel, subject to this instruction and directives of higher authority. Liberty will not be used:

- a. To extend leave periods.
- b. To curtail normal or necessary operations.
- c. To exempt personnel from standing their assigned watches and duties.
- d. To diminish the scope, caliber, or duration of prescribed training programs.

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5. Leave. Department Heads/Division Officers/Leading Chief Petty Officers are authorized to grant or extend leave. They will be guided by instructions contained in references (a) and (b). All hands will be encouraged to use, on the average, their entire 30 days leave each year. Congress provided compensation for members who were not able to use their leave because of military requirements. Personnel should not be required to expend leave immediately prior to separation simply for the purpose of reducing leave balances. Experience has shown that vacations and short periods of rest from duty provide benefits to morale and motivation which are essential to maintaining maximum effectiveness. The lack of such respite from the work environment adversely affects health and, therefore, availability and performance. Accordingly, all personnel will be afforded the opportunity, and are encouraged, to take leave annually, as accrued, to the extent consistent with project workloads and the maintenance of the required degree of readiness. The following procedures will apply:

a. Normal leave. Request for leave, other than emergency, will be submitted on the Leave Request/Authorization (NAVCOMPT Form 3065), in the following manner in sufficient time (normally 10 workdays prior to departure) to permit normal processing.

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(1) Officer Personnel. All Officers will submit their request for leave via their Department Head and Executive Officer to the Commanding Officer for approval. Upon approval, in either case, the request for leave will be delivered to the ASO for issuance of a Leave Control Number (LCN).

(2) Enlisted Personnel. Enlisted personnel will submit their leave requests to their appropriate Division Officer or Division Chief Petty Officer. Upon approval, the request for leave will be delivered to the ASO for issuance of a LCN. Leave requests for greater than 30 days duration or resulting in a negative leave balance will be approved by the Executive Officer.

(3) Distribution of Completed Leave Request/Authorization. Completed leave papers may be picked up from the ASO between 0730-1600, Monday-Friday. Part I (white) will be given to the member not earlier than five days prior to commencement of leave. Part 2 (pink) will be retained by Admin Services Office for record purposes.

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b. Emergency Leave. Emergency leave may be approved up to 15 days, as indicated below, if the immediate granting of such leave is considered essential to the well-being of the individual concerned.

<u>Emergency Leave Requested by</u>	<u>Approved by</u>	<u>May Be Approved by</u>
Department Heads	Commanding Officer	Command duty Officer
Other Officers	Commanding Officer	Command Duty Officer
Enlisted Members	Department Head	Command Duty Officer

c. Preparation of Emergency Leave Papers During Non-Work Hours. Upon receiving approval/verification of the need for emergency leave, the Quarterdeck will call the member, fill out leave papers, and have Command Duty Officer approve the leave. After completing the leave papers, the top (white) copy will be given to the member. Notify Quarterdeck of the member's departure. The second (pink) copy and third (green) copy will be delivered to the ASO the next working day.

6. Commencement of Annual Leave

a. General Rule

(1) Leave will not be authorized to commence prior to the end of the member's normal work day. The day of departure will be counted as a day of duty. The following day will be counted as leave.

(2) Day of Return. If the member returns on or before his/her normal working hours (for this day), it will be counted as a day of duty. If leave commences and ends on a nonworking day, one of the days will be charged as leave regardless of the time of departure or return.

b. Special Rule. In the case of members whose working hours normally include working up to 2400, the following special rules apply:

(1) Day of Departure. If the member has completed the work shift that ends on the day of departure, then it will be counted as a day of duty.

(2) Day of Return. If the member returns on or before the time his/her work shift starts on the day of return and completes that shift, then it will be counted as a day of duty.

7. Leave Departure and Return (Officers & Enlisted). Per reference (b), the Commanding Officer has authorized members to

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depart and return from leave by completing the check in/check out procedures by telephone with the following being adhered to:

a. The only authorized office to check in/check out is the Quarterdeck (476-0126). A logbook entry will be made regarding check in/check out times.

b. Upon placing your telephone call, enter the time of commencement/termination of leave, and name of person notified in the appropriate space on Part 1 of the leave authorization and sign the entry immediately.

c. Upon completion of leave, Part 1 will be forwarded to ASO by guard mail, messenger, or in person on the next regular working day.

d. All members will be cautioned that they must be in the immediate vicinity of their duty station (residence from which member commutes daily to and from work) upon commencement and termination of leave by telephone. Permission to check out and check in is authorized for the personal convenience of the member and will not be used as a means of extending the period of absence chargeable as leave.

e. Leave Extensions. Leave extensions for enlisted personnel will be granted by their respective Division Officer/Leading Chief Petty Officer. Leave extensions for officers will be granted by their Commanding Officer or respective designated representative. The ASO will be notified of the new return date on the next working day.

f. Leave Cancellation. All personnel will notify the ASO if leave is cancelled. This will prevent the member from being charged for the leave.

8. Notification of Absence and Designation of Relief. All personnel going on annual leave will make arrangements, prior to departing, to cover assigned duties and designate a relief during the period of absence. They will keep their division informed of their leave address and provide a recall number.

9. Records and Reports. Personnel Support Detachment (PSD) will charge the member for the leave taken upon receipt of the white copy (Part 1).

Note: If white copy is not received, the leave period is charged, as specified in the pink copy (Part 2) of the leave paper. Prompt return of the completed leave papers cannot be overemphasized.

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10. Forms. Leave/Request Authorization (NAVCOMPT Form 3065), may be obtained from their respective division.

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DISTRIBUTION:

NAVSTABREMINST 5216.1

Lists I and II